

Mail and iChat Basics

USF College of Education Laptop Initiative
EDU 252, Email: laptoplounge@coedu.usf.edu
<http://fcit.usf.edu/laptop>



Communicating with students, parents, and colleagues is easy with Mac OS X's Mail and iChat AV applications. If you receive a lot of emails with pictures, you will appreciate the new slideshow feature in Mail, which allows you to view all of the pictures attached to a message as a full screen slideshow. Mail also includes powerful spam blocking functionality to keep your mailbox from getting full of spam email. iChat allows you to communicate with others in real time using instant messaging technology. You can text chat, audio chat, or video chat with your friends and family, no matter how far away they are, without accruing text messaging or long distancing charges. You can even set up conferencing with more than one person.

Mail

Setting Up Mail Accounts

You can set up Mail to access your USF mail account as follows:

1. Open Mail by clicking on its icon in the dock.
2. From the Mail menu, choose **Preferences**.
3. Click the **Accounts** button to display the pane.
4. To create a new account, click the **Add (+)** button in the bottom-left corner of the window.
5. In the dialog box, choose **IMAP** from the Account Type pop-up menu.
6. Enter a name for your account (such as "USF" or "School") in the Account Description field.
7. Enter your name (or whatever name you want displayed to the public) in the Full Name field. Enter your full USF email address in the Email Address field. This is the address that will be used when other people reply to your messages. Click Continue.
8. You will then be asked to provide the address of the incoming mail server (**mail.usf.edu**) and your user name and password.
9. Click on Continue. You will be asked to provide the address of the outgoing server (also **mail.usf.edu**). Make sure Use Authentication is checked and enter your user name and password again. Click on Continue.
10. A summary screen will be displayed. Click on Continue, then Done to create the new account in Mail.

Sending and Receiving Emails

To send someone an email:

1. Click the **New** button to open a New Message Window.
2. Type your recipient's email address in the To field. If you have this person in your Address Book (or they are listed in the USF directory) or if you've sent or received email from this person before, Mail will autocomplete the address as you type it. To address the message to more than one person, separate the email addresses with a comma.
3. If you want to send a copy of your message to others, type their email addresses in the Cc field.
4. Type a subject for your message in the Subject field.
5. Type your message in the text box.
6. Click **Send** to send your message.



To check your email account for new messages, you just have to click on the Get Mail button.



You can set up mail to check several email accounts. To have email from POP accounts (such as Yahoo) appear in separate mailboxes, open their settings in the Accounts pane of Mail preferences and select "**Show this account separately in mailboxes drawer.**"

Attaching a File

If you'd like to send an attachment with your message (like a photo or other file), click the **Attach** button, navigate to and select the file in the resulting dialog, and click **Choose File** (or drag the file to



the message window's text box). You can then click **Send** to send your message.

Setting Up Rules

You can have Mail automatically file, forward, or highlight a message (or perform a variety of other actions) based on the message's sender, recipients, subject, content, and several other criteria (known as a Rule). To set up a new rule:

1. Choose **Mail > Preferences** and click Rules.
2. Click **Add Rule** and type a descriptive name for the rule.
3. Set the conditions necessary for the rule to apply to a message.
4. Choose actions to perform on messages that meet the conditions. To specify multiple criteria and actions, click the **Add (+)** button.

If you have multiple rules, they're applied in the order in which they appear in the Rules list. Drag a rule in the list to change its order.

Adding A Signature

A signature is a short message that can be displayed at the bottom of each message (such as your address and phone numbers).

1. Choose **Mail > Preferences** and click **Signatures**.
2. If you have more than one email account, select the account you want to create a signature for.
3. Click the **Add (+)** button and enter a description for the signature. Mail creates a default signature for you.
4. Select any part of the default signature that you don't want to use and enter your own text.
5. Select "Always match my default message font" or use the Format menu to change the font, color, style, and alignment of your signature text. When you add formatting, your signature becomes rich text. You can also drag a picture or a vCard file to your signature.
6. Use the **Choose Signature** pop-up menu to choose the default signature for the account. Choose None if you don't want a signature to appear automatically. To have Mail randomly select a signature, choose In Random Order. To have Mail insert each of your signatures in order, choose In Sequential Order. To change the order, drag the signatures in the list.

iChat AV

Setting Up iChat

1. Open iChat AV. A dialog opens to help you set up your account. Follow the instructions in the screen (you'll need to know your .Mac email address or AIM screen name and your password for your account) to configure iChat. If you don't have an account yet, click "Get an iChat Account" to sign up for a free one. iChat also supports Bonjour (a messaging protocol used to communicate with other users on a Mac network) and Jabber (the messaging protocol used by Googletalk). To use Jabber you will need to enter

- your user information from your GMail account.
2. Once everything's configured, iChat AV opens and displays the Buddy List window. This is where you'll be able to see who is available to chat once you add people to your Buddy List. Your account appears at the top; your current status should show you as being "Available" in the menu. Other iChat and AIM users who've added your account to their buddy list can view your name and status in their window.
3. If you want to change your status (say, you need to step away from your desk or are out running errands), choose a different status from the menu, such as Away, or choose Custom and type your own customized status message (such as "Out to lunch" if you're not available).
4. You may also see a green icon next to your iChat picture. If your computer has a built-in mic (or you have an external one plugged in) you may see a phone icon, which lets your fellow iChat AV buddies know that you're available to audio chat. If you have a FireWire camera connected to your computer (such as an iSight or DV camera), a movie camera icon displays to let other iChat AV users know that you're available to video chat.

Adding a Buddy

To add someone to your Buddy List:

1. Choose **Add Buddy** from the Buddies menu.
2. In the dialog that appears, you can either select a person you have in Address Book and click **Select Buddy**, or click **New Person**.
3. Choose .Mac or AIM from the Account Type pop-up menu to indicate your buddy's account type.

4. Type your buddy's account name in the Account Name field and click Add. Your new buddy should appear in your Buddy List. If he or she is online, a status indicator appears next to the name. If a buddy's name appears dimmed, he or she isn't currently available to chat.

Starting a Chat

To start a chat, select the buddy you want to chat with and then click on the appropriate icon at the bottom of the window:



Text Chat: To start a text conversation with an available buddy:

1. Double-click on a name in the Buddy List or click on the "A" icon.
2. A chat window opens. Type a message in the text box at the bottom of the window and press Return to send the message.
3. Your buddy will receive a chat window invite. If he or she wishes to chat with you, you'll receive a reply back in your chat window.
4. To end your chat, simply close the chat window (say "Good Bye" first).

Audio/Video Chat: If you and your buddy have a built-in or external microphone and have it enabled (in the **Audio** menu, make sure that **Microphone Enabled** is checkmarked), you can talk to each other over iChat AV just like you would on the phone.

To initiate an audio chat:

1. Select your buddy in the Buddy List and click the phone button at the bottom of the window.
2. An audio chat window opens on your end, and an invitation gets sent to your buddy (he or she may hear a ringing phone sound if using iChat AV). When he or

she accepts, your Audio Chat window will show a "connecting" message, and then display a levels meter when you're connected. You're now free to start your conversation.

3. To end the chat, close the audio chat window (type your good bye first, though).

If you and your iChat AV buddy both have a FireWire camera connected to your computers, you can video chat with each other (be sure that **Camera Enabled** is checkmarked in the **Audio** menu).

To initiate a video chat:

1. Select your buddy in the Buddy List window and click the movie camera button at the bottom of the window.
2. A video chat window opens on your end, showing your lovely face (or whatever you've got your camera pointed at), and a video chat invitation gets sent to your buddy. When he or she accepts, you'll see his or her face in the video chat window too.
3. To end the chat, close the video chat window.

Conferencing

If you want to text, audio, or video chat with more than one buddy, you can connect an unlimited number of people in one text conference, up to 10 total people in an audio conference, and up to four total people in a video conference, as long as your system supports it (the person initiating the conference has to have a G5 or dual G4 processor).

To start a conference:

1. Select the buddies that you want to participate in your conference (hold down the Command key to select more than one buddy).
2. Click the "A" button to start a text conference, the phone button to start an audio conference, or the movie camera button to start a video

conference. As your participants accept your invitation, they will be able to send text, talk, or visually interact with everyone who joins.

3. You or anyone else can end the conference at anytime by closing the chat window; the chat will continue as long as there are still active participants.

Keyboard Shortcuts

Mail:

- Command + Shift + N (Check for new mail)
- Command + N (Start composing a new message)
- Command + R (Reply)
- Command + Shift + R (Reply to all)

iChat AV:

- Command + Shift + A (Open the Add Buddy window)

